

A MANAGEABLE WAY TO COORDINATE

Start with responsibilities and a calendar

School and community delivery checklist

Before the first session

Confirm institutional authority, coordinator, arts lead and safeguarding contact. Name the group and age band. Agree the brief, first three session dates, adult support route, parent communication and permission process.

Keep one shared tracker

Track session dates, brief choices, work-in-progress, artist statements, rights, permission status, safeguarding review, technical requirements and deadlines. Use work reference numbers; keep sensitive support records elsewhere.

A short weekly coordination check

What is the next creative step? What decision or permission is outstanding? Who owns it and by when? Does the school calendar still work? What needs Secretariat support?

Before commitment

Agree scope, costs, staffing, access, transport and additional training/rehearsal time. An expression of interest does not bind the school or organisation.

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Facilitation and anonymous capture

Prepare

Use the Hour guide. Confirm the current brief, fictional/general prompt, participant choices, support contact and no-recording rules. Provide a quiet participation option.

Capture only useful themes

The activity log records group, date, minutes, attendance count, brief, anonymous themes and next steps. Do not enter student names, allegations, diagnoses or distress details.

Support concerns

The facilitator pauses public discussion and connects the participant with the designated adult. Incidents follow the restricted safeguarding process. Never turn a disclosure into an artwork prompt by default.

Turn the theme into craft

Ask what the audience should notice or do, which medium fits, and what could be misunderstood. Encourage experimentation and revision; do not reward forced personal exposure.

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Readiness for submission and attendance

Before submission

Check brief fit, original work, statement length, caption, permissions, sources, collaborators, AI declaration, content review and technical rider. Confirm the adult owns the approved entry route and keeps the access code private.

Before public presentation

Receive explicit selection and technical confirmation. Recheck member-level permissions and attribution. Keep a record of the exact approved version; changes require review.

Before travel or procession

Confirm the participant manifest, adult supervision, access arrangements, transport, arrival/collection, headcounts, first aid, emergency contacts, route permissions and weather/indoor alternative. Keep medical and support information restricted.

After the festival

Return to the group, capture anonymous feedback, record one continuing school action and a responsible owner, settle permissions/archives, and review records for deletion when no continuing purpose remains.